User Manual for Approver/Manager

Timesheet Management system using TimeLive

OVERVIEW 2

THE PROCESS 3

ACCESSING THE SYSTEM 3

FIRST LOGIN 4

TIMESHEET APPROVAL 5

Detailed Timesheet 6

REPORTS 7

APPENDIX 8

Contractor/Manager – enrolment email 8

Contractor Approval Email: 9

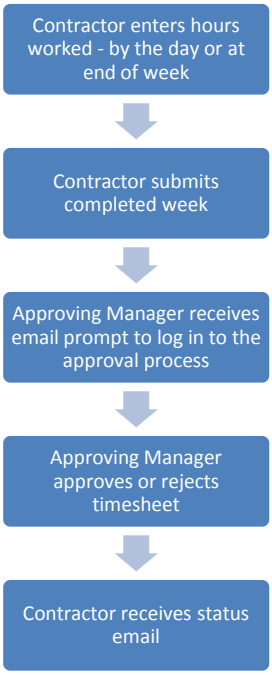
Overview

Delivering efficient, user-friendly systems to our clients and candidates is critical to delivering a first class service. Erintech uses TimeLive, which is a state of the art on-line management tool for clients and workers, aimed at making timesheet management faster and easier.

From the vendors website:

> "TimeLive Web timesheet suite is an integrated suite for time record, time tracking and time billing software. The TimeLive suite of products delivers a time tracking solution for professional service providers. It has been designed to meet the time tracking needs of specific segments of the service provider market, including both time tracking and time and billing applications. "

The Process


Contractor enters hours worked - by the day or at end of week
Contractor submits completed week
Approving Manager receives email prompt to log in to the approval process
Approving Manager approves or rejects timesheet
Contractor receives status email

Accessing the system

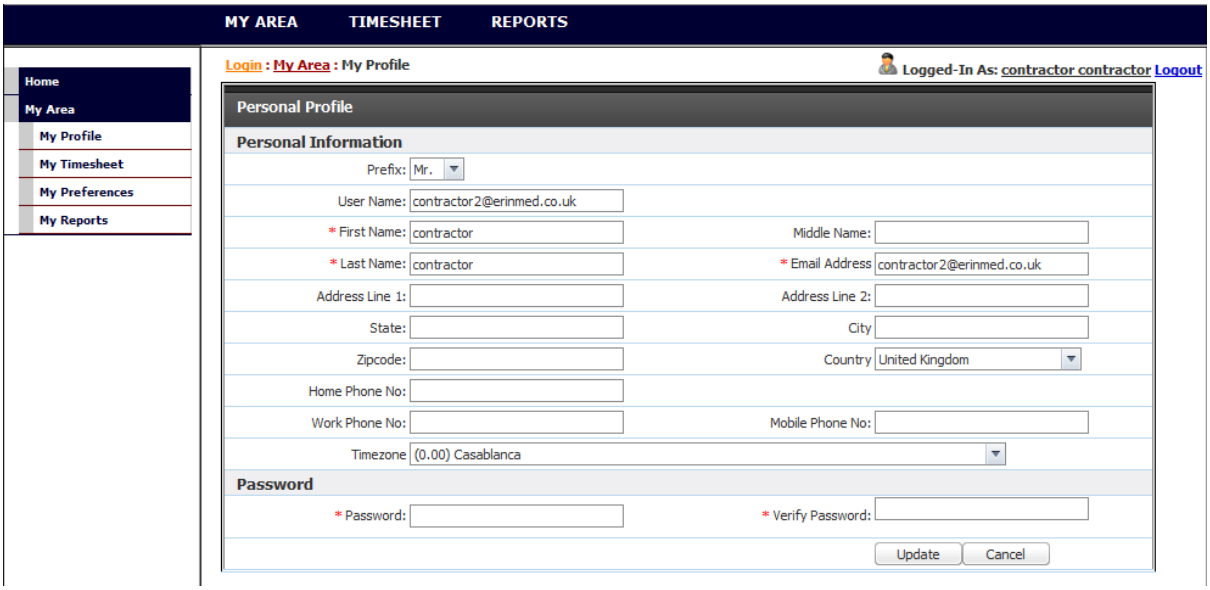
The system can be accessed as follows:

1) www.erintechinterim.co.uk - Timesheet tab
2) https://www.erintechinterim.co.uk/timelive

Username is your email address. The password will have been notified to you by email (see Appendix)

First Login

The first time you login, you are recommended to change the password. Click on “My Profile”:

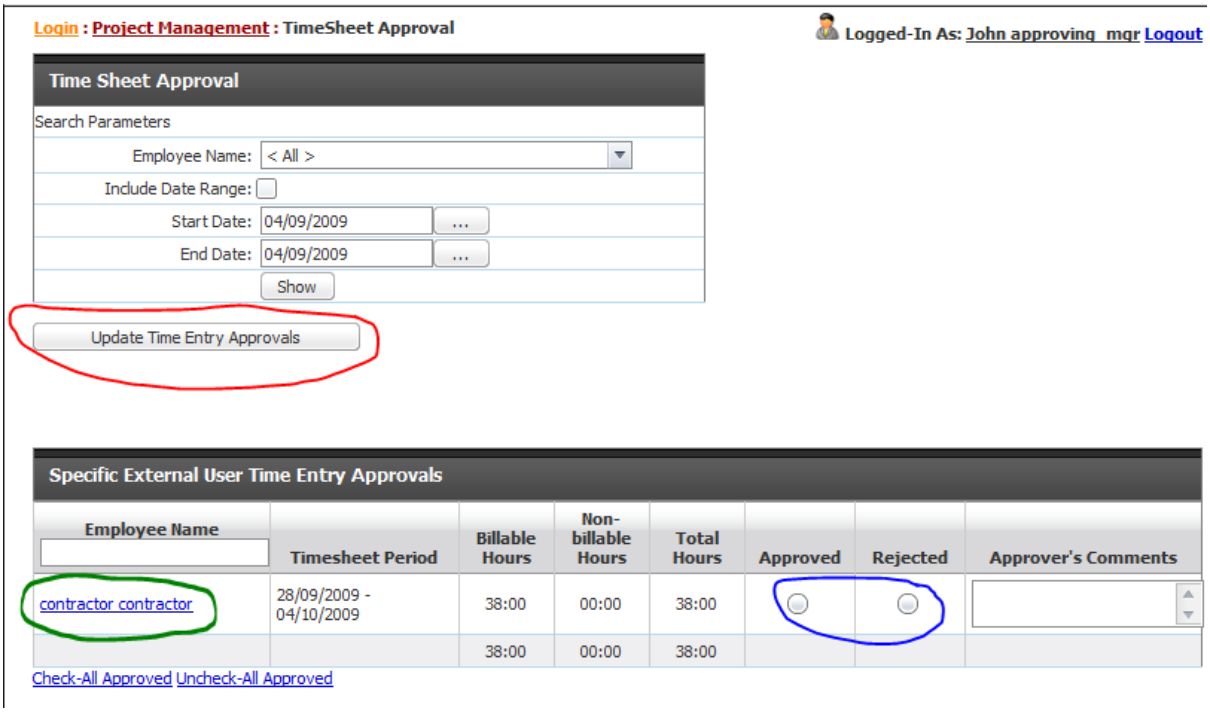


From here you can:

- Change password
- Change your email address

Timesheet Approval

Your default login page is the timesheet approval page:

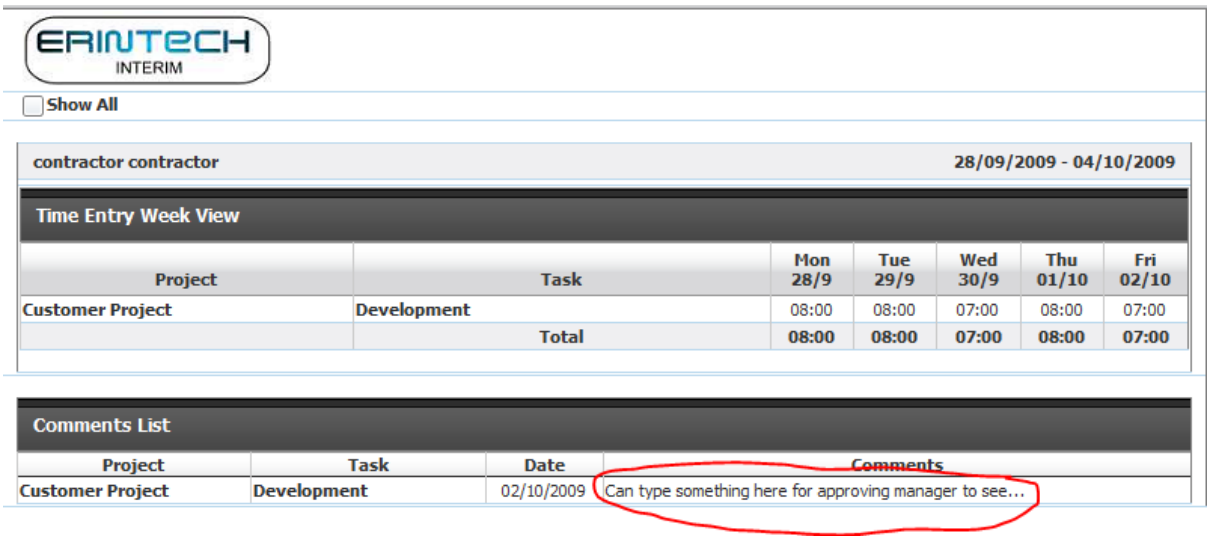


Logical sequence:

1) Green – check detailed timesheet if required by clicking on link (see below)
2) Blue – approve or reject. Make comments if required
3) Red – Update time entry approvals. This triggers an email to the contractor.

Detailed Timesheet

Click on the contractors name in the summary timesheet:



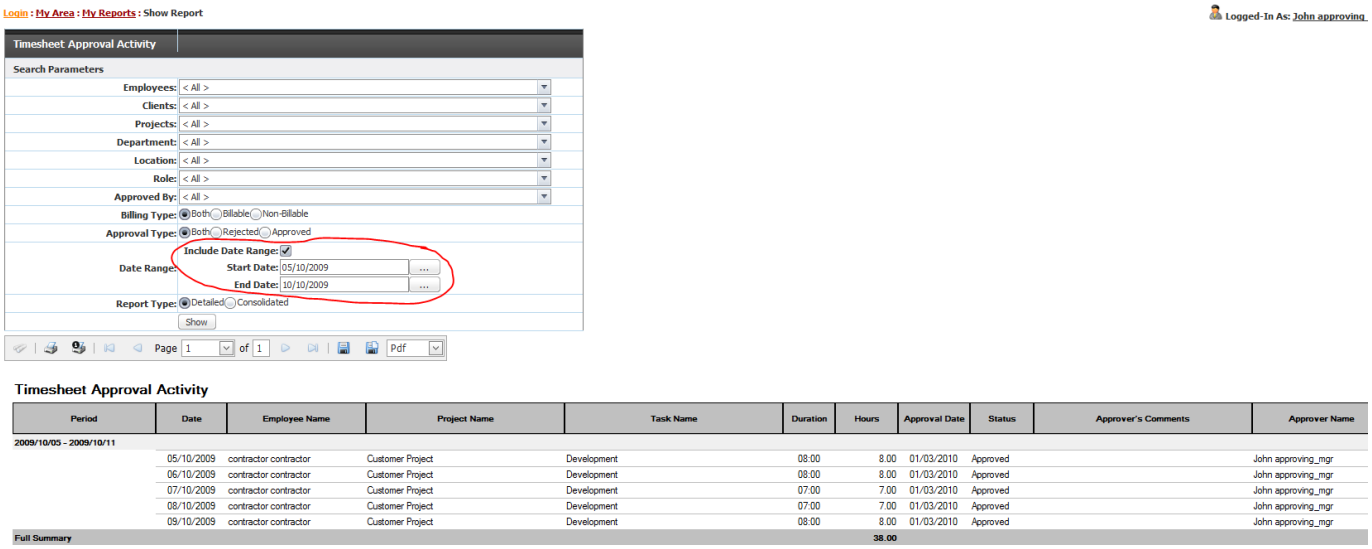
Notes:

The contractor can add comments for each day. In the example , they have added a comment for 2/10/2009. You may wish to encourage contractors to put something here.

To Print – right click and print

Reports

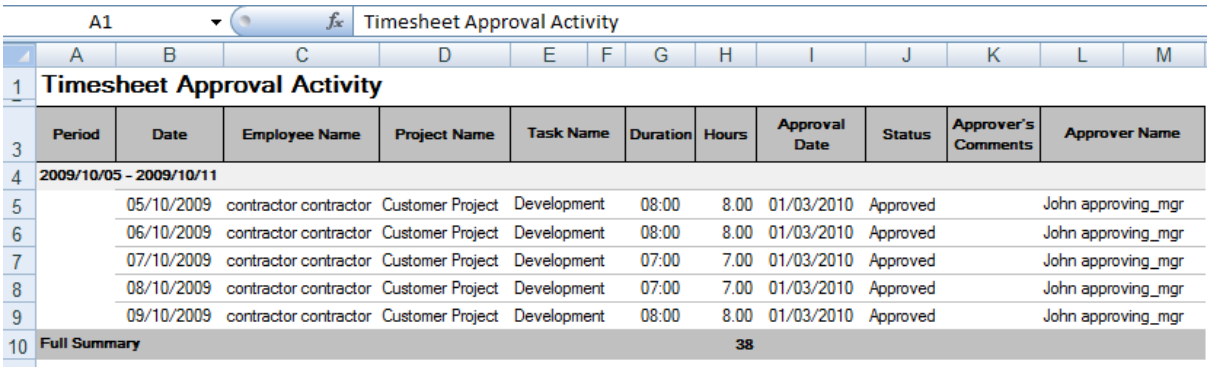
Click on “My Reports” – Timesheet Approval Activity


Login : My Area : My Reports : Show Report
Logged-In As: John approving
Timesheet Approval Activity
Search Parameters
Employees: < All >
Clients: < All >
Projects: < All >
Department: < All >
Location: < All >
Role: < All >
Approved By: < All >
Billing Type: Both Billable Non-Billable
Approval Type: Both Rejected Approved
Include Date Range:
Date Range: Start Date: 05/10/2009
End Date: 10/10/2009
Report Type: Detailed Consolidated
Show
Page 1 of 1
Pdf
Timesheet Approval Activity
Period | Date | Employee Name | Project Name | Task Name | Duration | Hours | Approval Date | Status | Approver's Comments | Approver Name
2009/10/05 - 2009/10/11
05/10/2009 contractor contractor Customer Project Development 08:00 8.00 01/03/2010 Approved John approving_mgr
06/10/2009 contractor contractor Customer Project Development 08:00 8.00 01/03/2010 Approved John approving_mgr
07/10/2009 contractor contractor Customer Project Development 07:00 7.00 01/03/2010 Approved John approving_mgr
08/10/2009 contractor contractor Customer Project Development 07:00 7.00 01/03/2010 Approved John approving_mgr
09/10/2009 contractor contractor Customer Project Development 08:00 8.00 01/03/2010 Approved John approving_mgr
Full Summary 38.00

Usage notes:

- Area marked red: You will probably not want to be constrained by date range, so uncheck the “Include date range” box
- Other selection criteria are self explanatory but mostly not useful
- Report can be printed – see printer icon
- Report can be exported in the following formats: Excel, PDF, rtf, mht, text, csv, image

Example of excel report:



A1 | Timesheet Approval Activity

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Timesheet Approval Activity**												
3	**Period**	**Date**	**Employee Name**	**Project Name**	**Task Name**		**Duration**	**Hours**	**Approval Date**	**Status**	**Approver's Comments**	**Approver Name**	
4	**2009/10/05 - 2009/10/11**												
5		05/10/2009	contractor contractor	Customer Project	Development		08:00	8.00	01/03/2010	Approved		John approving_mgr	
6		06/10/2009	contractor contractor	Customer Project	Development		08:00	8.00	01/03/2010	Approved		John approving_mgr	
7		07/10/2009	contractor contractor	Customer Project	Development		07:00	7.00	01/03/2010	Approved		John approving_mgr	
8		08/10/2009	contractor contractor	Customer Project	Development		07:00	7.00	01/03/2010	Approved		John approving_mgr	
9		09/10/2009	contractor contractor	Customer Project	Development		08:00	8.00	01/03/2010	Approved		John approving_mgr	
10	**Full Summary**							**38**					

Appendix

Contractor/Manager – enrolment email

Welcome to Erintech Timesheets

Your timesheet account has been created.

Timesheet Login Information

Login EMail : contractor@erinmed.co.uk
Password : secret
Login URL : https://www.erintechinterim.co.uk/TimeLive/

User Help

Contractor : http://www.erintechinterim.co.uk/contractor_help.pdf
Approver/Manager : http://www.erintechinterim.co.uk/manager_help.pdf

Best regards,

Erintech Interim

e-mail accounts@erintech.co.uk

Contractor Approval Email:

Close **Your timesheet has been approved**

From: "Erintech Interim" <mail@erintech.co.uk>

To: contractor2@erinmed.co.uk

Erintech Interim - timesheets

contractor contractor's timesheet for 05/10/2009 to 11/10/2009 has been approved.

The information follows below:

Approved By: John approving_mgr
Total Time: 38:00
Status: Approved
Comments: